

REQUIREMENTS FOR
SUPERVISOR, PREKINDERGARTEN – 12 CERTIFICATE
ARIZONA DEPARTMENT OF EDUCATION – CERTIFICATION UNIT

EXCEPT FOR INDIVIDUALS WHO HOLD A VALID ARIZONA PRINCIPAL OR SUPERINTENDENT CERTIFICATE, THE SUPERVISOR CERTIFICATE IS REQUIRED FOR ALL PERSONNEL, WHOSE PRIMARY RESPONSIBILITY IS ADMINISTERING INSTRUCTIONAL PROGRAMS, SUPERVISING CERTIFIED PERSONNEL, OR SIMILAR ADMINISTRATIVE DUTIES.

➤ **SUPERVISOR, PREKINDERGARTEN – 12 CERTIFICATE**

The certificate is valid for 6 years and may be renewed.

Requirements for the Supervisor Certificate are:

1. Completed [Application for Certification](#)
2. Appropriate fee (See Application for Certification)
3. A photocopy of your valid Arizona Department of Public Safety Identity Verified Prints (**IVP**) fingerprint card (plastic). For more information visit the [Arizona Department of Public Safety](#) website or call (602) 223-2279.
4. A valid Arizona Arts Education Early Childhood, Elementary, Secondary, Special Education, Career and Technical Education certificate or other professional certificate issued by the Arizona Department of Education.
5. A Master's or more advanced degree from an accredited institution. Official transcript(s) required.
6. Three (3) years of verified full-time teaching experience or related education services experience in a Prekindergarten-12 setting. Submit a [Verification of Teaching Experience](#) form OR submit a letter on official letterhead from the District Superintendent or Personnel Director to verify experience.
7. Completion of a program in educational administration which shall consist of a minimum of 18 graduate semester hours of educational administration courses which teach the knowledge and skills described in the Professional Administrative Standards (R7-2-603) to include three semester hours in school law and three semester hours in school finance.
8. One of the following (Option A or B):
 - A. A practicum in educational administration. Submit official transcripts documenting the practicum.
 - B. Two (2) years of verified educational administrative experience in grades Prekindergarten-12. Submit a letter on official letterhead from the District Superintendent or Personnel Director to verify administrative experience.
9. A passing score on the supervisor, principal **or** superintendent administrator portion of the Arizona Educator Proficiency Assessment (AEPA).
10. Structured English Immersion (SEI) Endorsement *

The SEI endorsement requires **ONE** of the following (option A, B, or C):

 - A. Official transcript documenting a three (3) semester hours State Board approved SEI course or comparable SEI training from another state.
 - B. Certificate of training documenting completion of forty-five (45) clock hours of State Board approved SEI training or comparable SEI training from another state.
 - C. Teachers and administrators who hold a **Full** English as a Second Language (ESL) or **Full** Bilingual Education endorsement are exempt from the SEI requirement.

*** Note:** The requirements for a SEI endorsement may be waived for a period not to exceed **three years** for individuals who graduate from administrator or teacher preparation programs that are not approved by the Arizona State Board of Education and meet all other certification requirements.

Requirements # 9 and # 10 are required within one year or three years.*

11. Arizona Constitution (a college course or the appropriate examination).
12. U.S. Constitution (a college course or the appropriate examination).

****NOTE:** If you otherwise qualify for the certificate but are deficient in Arizona and/or U.S. Constitution you have **three years** under a valid teaching certificate to fulfill the requirement, except that if you are teaching an academic course on History, Government, Social Studies, Citizenship, Law, or Civics, you have **one year** to fulfill the requirement(s).